**CIP Training –August/Early Sept: Development of CIP**

* CIP Teams are formed
* Principal leads CIP team in analyzing data
* Part I- Needs Assessment is completed
* Part II- Goals are written
* CIP Team begins involving all Faculty in writing strategies and action steps
* Federal Requirement Components are updated (Parts V and VI)

**September: Check Point**

* Principal presents rough draft of CIP to faculty
* Checkpoint is conducted with LEA
* LEA leads the Principal in scheduling all seven reviews
* Principal receives feedback from Checkpoint and presents findings to faculty
* Principal leads CIP team in revisions
* Principal sends summary to LEA
* LEA provides support and logs in comment box in the E-CIP

**October: Implementation**

* Principal leads CIP team with building evidence box with LEA support
* CIP is Board Approved/Superintendent Approved
* CIP team develops Walk through and Evidence forms
* Principal along with CIP team develops and delivers “ Communicating the CIP” with LEA support
* CIP is monitored for implementation with LEA support
* Principal sends summary to LEA, leads faculty in reflection and any amendments
* LEA provides support and logs in comment box in the E-CIP

**November/December: Implementation**

* CIP is monitored for implementation – CIP team participation
* Principal leads CIP team in revisions
* Principal and SIS begin pre planning mid- year review with SDE assistance
* Principal sends summary to LEA and provides feedback to faculty
* LEA provides support and logs in comment box in the E-CIP

**January: Mid-Year Review**

* CIP is monitored for implementation - CIP team participation
  + Walk-through
  + Documentation
  + Interviews
* Principal leads CIP team in revisions
* Principal sends summary to LEA, leads faculty in reflection and any amendments
* LEA provides support and logs in comment box in the E-CIP

**February: Implementation**

* CIP is monitored for implementation – CIP team participation
* Principal leads CIP team in revisions
* Principal sends summary to LEA, leads faculty in reflection and any amendments
* LEA provides support and logs in comment box in the E-CIP
* SIS and Principal present findings of Mid Year Review and next steps to the Superintendent

**March: Implementation**

* CIP is monitored for implementation – CIP team participation
* Principal leads CIP team in revisions
* Principal sends summary to LEA - LEA provides support and logs in comment box in the E-CIP

**April/May: Reflection and Projection**

* Principal and CIP team lead faculty in reflections and projection process
* Principal sends summary to LEA – LEA logs comments
* CIP attends training updates
* CIP team begins work on next year’s plan after attending training